

NFAC Notice  
No. 6-1

NFAC N 6-1  
21 November 1980

Nonofficial Publications and Oral Presentations

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References:

[Redacted box]

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1. This notice outlines the procedures that NFAC employees should follow when wishing to issue nonofficial publications or make nonofficial oral presentations. [Redacted box] describe the requirements and procedures in more detail.

2. Agency regulations require that current employees must submit for prepublication review by the Agency any nonofficial publication or oral presentation that:

- a. makes any mention of intelligence data or activities;
- b. may be based upon classified information;
- c. could impair the employee's performance of official duties;
- d. could interfere with the authorized functions of the Agency, or;
- e. could have a serious adverse impact on the foreign relations or security of the United States.

3. Current NFAC employees should submit manuscripts or outlines of oral presentations through the chain of command to the DD/NFAC for approval. (The attachment to this notice contains the proper format.) NFAC employees should not submit manuscripts or outlines to the Office of Security, to the Publications Review Board or to the Office of Public Affairs. If the DD/NFAC determines that the material can be released publicly, no other approval is necessary.

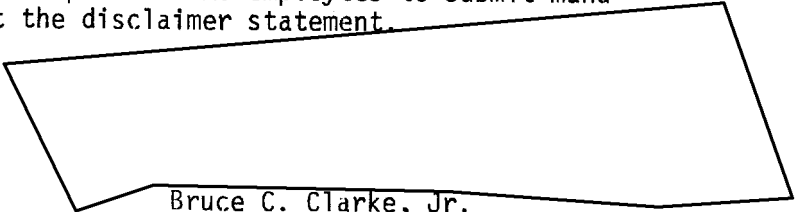
4. If a manuscript or outline meets one of the criteria in paragraph 2 above, employees may not submit the manuscript or outline to publishers or any other non-Agency persons (even for review purposes) before receiving the necessary Agency approval.

5. When an NFAC employee plans to speak extemporaneously or participate in a panel discussion without prepared remarks, it is not necessary to submit a text or outline for approval. It is, however, necessary that the employee obtain permission to speak on the topic by following the procedures in this notice.

ADMINISTRATIVE - INTERNAL USE ONLY

6. When submitting a manuscript to a publisher, NFAC employees normally will append a disclaimer stating: "This material has been reviewed by the CIA to assist the author in removing classified information, if any. However, that review neither constitutes CIA authentication of material as factual nor implies CIA endorsement of the author's views." The DD/NFAC has the authority to permit NFAC employees to submit manuscripts to publishers without the disclaimer statement.

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Bruce C. Clarke, Jr.  
Director  
National Foreign Assessment Center

Attachment:  
a/s

Distribution "A" (1-6)

SAMPLE

MEMORANDUM FOR: Deputy Director, National Foreign Assessment Center

VIA : Director, Office of ----- (or Staff Chief)  
Chief, ----- Division (when appropriate)  
Chief, ----- Branch (when appropriate)

FROM : Author's Name  
Title and Office

SUBJECT : Request to Submit Manuscript for Nonofficial  
Publication (or to give an oral presentation)

1. I request permission to submit for publication (or to present orally) the attached text titled, \_\_\_\_\_.

2. When approved, I intend to submit the manuscript for publication in (or give the oral presentation at) \_\_\_\_\_.

3. None of the material presented in the manuscript (or oral presentation) is, to my knowledge, classified.

4. I am not under cover. I will be identified as an Agency employee but will append the standard disclaimer indicating that the views expressed are my own and not necessarily those of the Agency.

or

I will not append the standard disclaimer because....

Author's Signature

Attachment: (Copy of text)

I have reviewed the attached text, to the best of my knowledge have found it to be unclassified, and approve it for publication.

\_\_\_\_\_  
Office Director (or Staff Chief)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director  
National Foreign Assessment Center

\_\_\_\_\_  
Date

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